

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 35-05

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Subject:

DATE: 05/15/95

Sunset Review: 05/15/98

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PROMPT PAYMENT

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1. PURPOSE. This directive promulgates the policy regarding the payment for property or services acquired under Federal contracts (purchase orders, delivery orders, blanket purchase agreements, rental and lease agreements, service and construction contracts, etc.).
2. SCOPE. This directive applies to all Federal Law Enforcement Training Center (FLETC) divisions and Participating Organizations (PO) which certify contractor invoices or prepare receiving reports and to the Budget and Finance Division (BFD) which performs disbursement, reporting, and quality control activities.
3. CANCELLATION. FLETC Directive 35-05, Prompt Payment, dated September 7, 1993, is superseded by this directive.
4. AUTHORITIES.
  - a. Pub. L. 100-496, Prompt Payment Act of 1982, as amended, October 1988.
  - b. OMB Circular A-125 (Revised), Prompt Payment, dated December 1989.
  - c. Federal Acquisition Regulation (FAR) Subpart 32.9, Prompt Payment.
  - d. Treasury Financial Manual, Volume I, 4-2000 and 6-8040.
  - e. Treasury Directive 33-01, Prompt Payment, dated September 1992.
5. POLICY. Timely payments will be made for property or services acquired under Federal contracts, and interest penalties will be paid automatically when required, as prescribed in Authorities a and b.

6. RESPONSIBILITIES.

a. The Comptroller, FLETC, is designated as the Prompt Payment Officer for the FLETC and is responsible for:

- (1) Ensuring that an effective management control system, meeting the requirements outlined in Authorities b and e, is implemented;
- (2) certifying and submitting quarterly and annual prompt payment reports to the Office of Accounting and Internal Control, Departmental Offices, Treasury;
- (3) periodically recommending to the Director, ADM, that the Office of the Inspector General, Treasury, include prompt payment reviews in its annual audit plan; and
- (4) providing guidance to divisions and POs, as needed.

b. The Financial Operations Officer, FLETC, is responsible for ensuring that:

- (1) Disbursement operations are effectively and efficiently carried out;
- (2) timely payments are made for property or services acquired under Federal contracts, and interest penalties are paid automatically when required;
- (3) prompt payment reports are prepared and submitted on time; and
- (4) a quality control system which assesses payment performance is maintained.

c. Office Directors and PO Representatives are responsible for ensuring that their respective personnel comply with the requirements of this directive and guidance from the Comptroller.

7. REPORTING REQUIREMENT. Two types of certified prompt payment reports will be transmitted to the Office of Accounting and Internal Control, Departmental Offices, Treasury: 1) quarterly reports, due no later than 30 days after the end of each quarter and 2) an annual report due no later than November 15.

8. OFFICE OF PRIMARY INTEREST. Budget and Finance Division, Office of Administration.

Charles F. Rinkevich  
Director